



NORTHERN ROCKIES COORDINATING GROUP

NORTHERN ROCKIES GEOGRAPHIC AREA STANDARDS AND GUIDELINES FOR ADMINISTRATIVELY DETERMINED AND EMERGENCY FIREFIGHTERS

The Northern Rockies Coordinating Group (NRCG) Board of Directors recognizes the importance and need for Administratively Determined (AD) and Emergency Firefighters (EFF) as an integral part of our emergency incident workforce. This document has been developed to provide fair and consistent hiring practices and to standardize procedures for hiring, training and certification and to identify critical incident position needs. For additional guidance on hiring policies and procedures, refer to the Interagency Incident Business Management Handbook (IIBMH2) Chapter 10 or specific sponsoring agencies' policies.

The policy of the Northern Rockies is to ensure that available and qualified agency employees and/or cooperators (i.e. state/local government) are dispatched prior to dispatching an AD/EFF. Typically, AD/EFF's will be used as needed depending on local, geographic or national incident needs for the shortage categories identified below.

This document does not include the management of the Native American Crew (NAC) program, which is currently managed by the Bureau of Indian Affairs under the Native American Crew Agreement.

The Northern Rockies Coordinating Group has identified the following positions as shortage categories for which a critical need exists and AD/EFF's may be hired:

1. Area Command – ACAC, AACL, AACP
2. Command & Staff – SOF1, IOF1
3. Operations – OSC1, OPBD, AOB, ATGS, ATCO, HLCO
4. Planning – PSC1, PSC2, FBAN, DMOB, SITL, CTSP, TNSP
5. Logistics – LSC1, LSC2, COML, COMT, FACL
6. Finance – COST
7. Dispatch – CORD, EDSP
8. Fire Use – LTAN
9. IMS Support & EMT's

Depending on fire season severity and staffing levels, additional position needs may be identified by the Northern Rockies Coordination Center. The local units may determine additional local needs for positions as determined by the agency administrators.

Sponsoring Unit

The Sponsoring Unit is the hiring agency within the dispatch boundary where the AD/EFF's reside. This will ensure that the closest and most cost effective resource is utilized.

The Sponsoring Unit will:

- Maintain certification and training records.
- Annually issue an Incident Qualifications Card, upon approval from the Sponsoring Unit's Qualification Review Committee.
- Compensate AD/EFF's for attendance at agency required training and fitness testing.
- As required by some NRCG agencies, issue an agency drivers license if required or needed to drive an agency vehicle.
- Process appropriate time and travel documents for compensation recognizing the lack of support for the preparation of vouchers.

AD/EFF's will:

- Provide their Sponsoring Unit appropriate training and certification documents.
- Maintain their availability and status in the Resource Ordering Status System (ROSS). AD/EFF's will be given user identifications and passwords by their host dispatch center.

Hiring Policies and Procedures

Hiring of ADs may be done for annual Geographic Area sponsored team meetings if the AD is identified as a team member on the team's long roster.

AD/EFF's hired within the Northern Rockies are subject to the same conduct and performance as agency employees hired under other authorities; therefore, not everyone who desires to be hired as an AD/EFF will be hired. Additionally, inappropriate conduct or poor performance will affect re-hire consideration.

Inappropriate behavior or drug and alcohol use will not be tolerated. Additionally, inappropriate conduct or poor performance will affect re-hire consideration.

Local agency administrators have the authority to determine additional needs and who is sponsored under these authorities based on fire activity.

If an AD/EFF is assigned to an Incident Management Team (IMT) an agency person will be assigned as a trainee, per the Northern Rockies Incident Management Operating

Plan. IMT's will not approach an AD/EFF for a team position without first checking to see if there are agency employees available and contacting the hiring agency to determine if the hiring agency is willing to host that individual.

Training & Certification

The Sponsoring Unit will issue the annual incident qualifications card (red card) only for those critical positions identified above. The Sponsoring Unit has the discretion whether or not to sponsor/certify other positions. ***Certification will be based on Sponsoring Agencies' qualifications standards.*** (Forest Service should reference the WO letter of April 18, 2005 "Fire and Aviation Management Qualifications Documentation for ADs" for additional information pertaining to AD qualifications).

Training may be provided to maintain qualifications as needed for those positions for which individuals are currently certified. AD/EFF's may obtain additional training for qualifications through a private training provider with an NRCG MOU for qualification to the next higher-level position.

Position qualifications that require participation in fire suppression activities on the fireline will be required to attend annual fireline safety refresher training, obtain the appropriate Work Capacity Test (WCT) and/or attend other additional training or physical examination as required by the Sponsoring Units' policies.

Travel

Travel, per diem and subsistence will be in accordance with Interagency Incident Business Management Handbook and will be applied consistently throughout the geographic area.

The AD/EFF's method of transportation will be indicated on the Single Resource Casual Hire Information Form (PMS 934). Air transportation will usually be arranged and paid for by the Government. The dispatch/mobilization center will determine the method of travel.

Vehicle transportation will be provided in the following order of preference:

1. AD/EFF is driven by a current government employee including a shuttle to the airport or travel to the incident base camp. There will be no pay for a private vehicle if the employee turns down an available ride.
2. Assign the AD/EFF employee a government vehicle if one is available. The AD/EFF employee must meet agency requirements, if applicable, before a government vehicle can be assigned.
3. Pay the AD/EFF employee the higher standard agency rate for using the AD/EFF's personal vehicle if/when a government or agency vehicle is not available for use.

AD/EFF employees should never enter into a contract for a commercial rental vehicle using a personal credit card as the payment method. If a rental vehicle is necessary, Government purchasing personnel will make the arrangements through established procurement regulations and will be documented on the resource order form.

An Emergency Equipment Rental Agreement (EERA) will only be issued for a personal vehicle if it is essential to job performance and a Government vehicle cannot be made available. If a personal vehicle is put on an EERA at the incident it will be hired and released at the incident.

Per Diem

Expenses while traveling to and from an assignment, such as motel and meals, will be reimbursed to the casual hire if they use personal funds. Once at the base camp, the AD/EFF will be subsisted and no reimbursement will be made for motel or meals. Actual receipts must be provided to support the claimed expenses as required by the sponsoring agency's policy. Claims that exceed standard per diem rates for lodging and meals will not be reimbursed. AD/EFF's will not be reimbursed for commercial meals and lodging at the assignment location when the Government is prepared to provide subsistence.

If an AD/EFF employee's assignment requires commercial lodging and meals (i.e., an incident base camp is not available) the Government must approve per diem in place of subsistence in advance on the Single Resource Casual Hire Information Form. At the option of the Government, prepayment of meals and lodging may occur; this will be considered subsistence. In such instances the employee may be entitled to reimbursement for items not covered by the Government at the beginning and end of the assignment. There will be no payment for incidental expenses for an AD/EFF employee.

If an AD/EFF employee uses personal funds to pay for "authorized" meals and lodging during an assignment, they will be reimbursed on appropriate agency form(s). If the sponsoring unit is a Forest Service unit, they will request the Albuquerque Service Center (ASC) to establish a travel authorization, if needed, for the individual and prepare the travel voucher.

This interim direction will be implemented during the 2005 fire season. NRCG member agencies will review prior to the 2006 fire season and incorporate this standard and guidelines into the Northern Rockies supplements of the Interagency Incident Business Management Handbook.

/s/ James L. Kelton
JAMES L. KELTON
Chair, Northern Rockies Coordinating Group

6/1/2005
Date